

CalATERS-Global Expense Summary

REPORT INFORMATION

Name Marcy J Mandel
Expense Dates 06/30/14-06/30/14
Form ID TEA000438564
Approver Richard J Chivaro
Start Date/Time 06/30/14 / 1600
End Date/Time 06/30/14 / 2359
Trip Location Sacramento
Purpose of Trip Official SCO business. FTB meeting.
Authorization #/ Trip # 7/1 return @ 18:10/expenses will be /

REPORT TOTALS

Report Total 404.68 USD
Department Paid 158.74 USD
Advance Schedule Amount 0.00 USD
Amount Due Employee 245.94 USD

**** Charges are in USD unless otherwise noted**

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
06/30/14	Airfare - Commercial	99.00	Cash	United States (US)	1.00		99.00
06/30/14	Airfare - Commercial	119.74	Department Paid	United States (US)	1.00		119.74
06/30/14	Personal Auto Mileage	5.60	Cash	United States (US)	1.00		5.60
06/30/14	Parking, Auto	9.00	Cash	United States (US)	1.00		9.00
06/30/14	Dinner	23.00	Cash	United States (US)	1.00		23.00
06/30/14	Taxi Fare	39.00	Department Paid	United States (US)	1.00		39.00
06/30/14	Lodging	109.34	Cash	United States (US)	1.00		109.34

Expense Sub-Totals

Airfare - Commercial 218.74
 Parking, Auto 9.00
 Taxi Fare 39.00
 Dinner 23.00
 Lodging 109.34
 Personal Auto Mileage 5.60

Review Items - Exceptions and Questions

Text	Response	Policy
Receipt and travel itinerary required for this expense item.		ER Department Policy #1

Approvers should verify lodging was obtained in a designated high cost county.

46new

Did you obtain prior written approval to exceed the maximum allowed?

No PML #2013-26.

#46a DPA required - Lodgin

**CalATERS-Global
Expense and Miscellaneous Detail**

EXPENSE DETAIL SUMMARY

Date	Expense Item	Amount	Expense is	Purpose	Category	Receipt Required
06/30/14	Airfare - Commercial	99.00	Reimbursable			Yes
06/30/14	Airfare - Commercial	119.74	Reimbursable			Yes
06/30/14	Personal Auto Mileage	5.60	Reimbursable			No
06/30/14	Parking, Auto	9.00	Reimbursable			No
06/30/14	Dinner	23.00	Reimbursable			No
06/30/14	Taxi Fare	39.00	Reimbursable			Yes
06/30/14	Lodging	109.34	Reimbursable			Yes

Cars used for Business Travel

Vehicle Type: Personal Auto Mileage

Comments

Name: Marcy J Mandel

Subject: Incidentals on 06/30/14 for 5.00

Comment: Return was on 7/1/14 at 1810. A separate TEC is being submitted for expenses on 7/1/14 due to new fiscal year.